

Clerk & Recorder/Surveyor

Department Overview

The Clerk & Recorder is an Elected Official serving for four year terms. The position was consolidated with the County Surveyor so the elected position is officially the County Clerk & Recorder / Surveyor. The Department is a part of the General Fund with a major portion of funding for the department coming from Fees collected as allowed by state law.

The Clerk & Recorder is responsible for three activities.

- Accounting which deals with the maintenance, tracking and reporting of the county financial records, statements and the Annual Financial Report;
- Election activities dealing with all state, county, municipal, special district and special elections in the County;
- Document Recording and Indexing entails the maintenance of public records pertinent to lands;

In addition, the Clerk & Recorder is the Clerk to the Board of County Commissioners.

The Surveyor portion of the Clerk & Recorder's job does not include staff positions specifically is identified. A stipend for the Surveyor duties included in the Clerk & Recorder's salary.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation to be paid for Clerk & Recorder's who act as the Election Administrator. The County approved payment of this stipend effective October 2005.

Records Preservation is a separate fund established by state law, with revenue coming from a fee charged for documents filed with the Clerk & Recorder. This fund is an integral portion of the Clerk & Recorder's ability to maintain and protect the important documents on file within the office. Without this funding source the ability to update records storage capabilities with new technologies would be hindered.

Department Goals

- See Activity pages for specific goals

Recent Accomplishments

- See Activity pages for specific goals

Department Budget

GENERAL GOVERNMENT

Clerk & Recorder/Surveyor

Object of Expenditure	Actual FY 2007	Final FY 2008	Actual FY 2008	Request FY 2009	Preliminary FY 2009	Final FY 2009
Personnel	\$ 713,200	\$ 823,880	\$ 737,730	\$ 828,492	\$ 853,801	\$ 854,744
Operations	367,094	466,890	237,098	494,939	635,439	494,939
Debt Service	-	-	-	-	-	-
Capital Outlay	147,458	989,892	11,166	1,060,506	998,035	966,222
Transfers Out	-	-	-	-	-	-
Total	\$ 1,227,752	\$ 2,280,662	\$ 985,994	\$ 2,383,937	\$ 2,487,275	\$ 2,315,905

Budget by Fund Group

General Fund	\$ 1,137,457	\$ 1,325,685	\$ 1,303,615	\$ 1,363,937	\$ 1,467,275	\$ 1,327,718
Special Revenue Funds	205,000	954,977		1,020,000	1,020,000	1,020,000
Debt Service Funds	-	-	-		-	-
Capital Project Funds	-	-	-		-	-
Enterprise Funds	-	-	-		-	-
Internal Service Funds	-	-	-		-	-
Trust & Agency Funds	-	-	-		-	-
Total	\$ 1,342,457	\$ 2,280,662	\$ 1,303,615	\$ 2,383,937	\$ 2,487,275	\$ 2,347,718

Funding Sources

Tax Revenues	\$ 88,102	\$ 144,278	\$ 138,520	\$ 100,514	\$ 100,514	\$ 144,278
Non-Tax Revenues	1,432,222	1,328,633	1,110,541	1,145,541	1,145,541	1,145,099
Cash Reappropriated	(292,573)	807,751	1,139,347	1,137,882	1,241,220	1,026,528
Total	\$ 1,227,752	\$ 2,280,662	\$ 2,388,408	\$ 2,383,937	\$ 2,487,275	\$ 2,315,905

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
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**See Individual Activity Personnel
Summary**

Total Program FTE

0.00